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April 10, 2012

Ms. Carolyn Small  
Postsecondary Registration Administrator  
Iowa College Student Aid Commission  
603 E. 12<sup>th</sup> St., Floor 5<sup>th</sup>  
Des Moines, IA 50319

Dear Ms. Small:

Thank you for your patience as I gathered all the required information and understood what exactly was being asked for in the application. Your help via email has been most beneficial.

Enclosed you will find the completed application. As you noted in your email of 10/14/2011, I have not included a check for the \$4000 registration fee. It is my understanding that once the application is approved, the fee is due and payable. Also, your email indicated paper or electronic version was acceptable rather than both being required. We have elected to apply using the paper format.

I believe I have all the documentation asked for with the exception of the Certificate of Authority from the Secretary of State in Iowa as a foreign non-profit. That has been applied for, but not yet received. I have included a copy of the application as well as documentation of our non-profit status in California.

Please let me know if there are additional pieces I have overlooked or other information your office requires. I can be reached via email at [paul.massmann@cui.edu](mailto:paul.massmann@cui.edu) or via phone at 949-214-3383.

Thank you,

Paul F. Massmann  
Associate Dean, Provost's Office